

# Indian Institute of Information Technology, Nagpur

05/01/2021

## **Instructions to the Course Coordinators for online Mid-Sem examination**

1. It is the responsibility of the course coordinators to ensure that only registered students have enrolled for their course on Moodle and no fake/spam registrations are present.
  2. Download all the submitted answer sheets once the time is over for offline availability.
  3. The course coordinator should be reachable through call/WhatsApp throughout the examination of his/her course. Contact details of the course coordinator should be available on Moodle.
  4. Instructions of Dean sir to be followed while setting the question paper.
  5. All the faculties would be instructed to keep the questions ready at least 3 to 5 days before the exam.
  6. In case if some students are missing the test due to connectivity or any other genuine issue, another set of the same difficulty level questions should be ready with the course coordinator.
  7. Faculty should decide on late submission of answer sheet or quiz considering its genuinity and/or in consultation with HoD/Dean Sir.
  8. The evaluation scheme approved by the senate should be followed in line and spirit.
  9. Keep “Number of attempts” equal to 1 to avoid resubmission by the student.
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